

**MINUTES OF A REGULAR MEETING OF THE
TORRANCE PARKS AND RECREATION COMMISSION**

1. CALL TO ORDER

The Torrance Parks and Recreation Commission convened in a regular session at 7:00 p.m. on Wednesday, January 10, 2007, in the West Annex meeting room at Torrance City Hall.

2. ROLL CALL

Present: Commissioners Adams, Gilbert, Hazell, McGee, Numark, Orpe, Robbins, Smoot, Taniguchi, and Chairperson Cook.

Absent: Commissioner Hicks and Chairperson Ning.

Also Present: Recreation Services Manager Jones, Park Services Manager Wilson, and Senior Recreation Supervisor Kelso.

MOTION: Commissioner Taniguchi moved to grant an excused absence to Commissioner Ning for the January 10, 2007 Parks and Recreation Commission meeting. Commissioner Robbins seconded the motion; a voice vote reflected unanimous approval.

3. FLAG SALUTE

Senior Recreation Supervisor Kelso led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Smoot moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting. Commissioner Taniguchi seconded the motion; a voice vote reflected unanimous approval.

5. APPROVAL OF MINUTES

5A. MINUTES OF DECEMBER 13, 2006 (PARKS & RECREATION COMMISSION)

5B. MINUTES OF NOVEMBER 30, 2006 (COMMUNITY SERVICES COMMISSION)

MOTION: Commissioner McGee moved for the approval of the December 13, 2006 Parks and Recreation Commission meeting minutes as submitted and the November 30, 2006 Community Services Commission meeting minutes as submitted. Commissioner Smoot seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Hicks and Chairperson Ning).

6. NEW BUSINESS

**6A. DISCUSSION OF THE ROLES OF THE PARKS AND RECREATION AND
COMMUNITY SERVICES COMMISSIONS**

Commissioners and staff members took turns introducing themselves.

Recreation Services Manager Jones announced that this would be Senior Recreation Supervisor Kelso's last formal meeting.

Recreation Services Manager Jones stated that the consolidation of the Commissions was a wonderful opportunity for the Department and the community. He estimated that the Commission's numbers would be down to seven members some time in 2010.

He briefly reviewed the Parks and Recreation Commission Annual Report for July 2005-June 2006, overview of responsibilities, and functions of the Programs, Facilities, and Open Space standing committees. He noted that the planning of the Annual Awards Banquet is rotated, and that this year it would be the Open Space committee's responsibility.

Senior Recreation Supervisor Kelso provided an overview of the responsibilities and standing committees of the Community Services Commission. He discussed the Disabled Resources Advisory Committee, the Torrance Youth Council, and Grant Program for local non-profit social services agencies.

In response to Commissioner Numark's inquiry, Recreation Services Manager Jones described the five divisions of the Community Services Department, noting that there were approximately 200 full-time equivalents. He briefly discussed managerial positions, the Department's budget, and functions of the Administrative Services Department. He offered to provide an organizational structure chart and proposed that staff members from the Park Services, Recreation Services, and Administrative Services Divisions give an overview of their functions at a future meeting.

Park Services Manager Wilson provided a description of the duties and organizational structure of the three crews of the Park Services Division.

6B. DISCUSSION AND APPOINTMENT OF INTERIM CHAIRPERSON AND VICE CHAIRPERSON

Recreation Services Manager Jones led a discussion centered on strategies that could be implemented to bridge the next six months until regular elections for Chairperson and Vice-Chairperson take place. He relayed Chairperson Ning's willingness to serve as co-Chairperson or Vice-Chairperson and noted that there was no Vice-Chairperson on the former Parks and Recreation Commission.

Commissioner Robbins and Taniguchi recommended maintaining the status quo and to allow Chairpersons Cook and Ning share the Chair position through June 2007.

Commissioner McGee suggested that the two Chairpersons work out the schedule until June elections.

MOTION: Commissioner McGee moved for a co-Chairmanship structure to be in effect until June 2007, with Chairpersons Cook and Ning to arrange a schedule for leadership of meetings, and with Commissioner Hicks to serve as Co-Chairperson. Commissioner Taniguchi seconded the motion; a voice vote reflected unanimous approval (absent Chairperson Ning and Commissioner Hicks).

6C. STATUS OF THE 2007 GRANT PROGRAM FOR NON-PROFIT SOCIAL SERVICES AGENCIES

Senior Recreation Supervisor Kelso provided an overview of the program, noting that on January 9, 2007 City Council approved the Community Services Commission and staff recommendation to fund \$41,144.54. He offered to provide copies of the grant book for 2007 at the next Commission meeting.

Recreation Services Manager Jones described the application, hearing, deliberation, and monitoring process of the grant program.

6D. DISCUSSION AND APPOINTMENT OF STANDING COMMITTEES

Recreation Services Manager Jones relayed the Salvation Army's interest in merging their Health Fair with the Harvest Health Fair, and suggested that it fall under the purview of the Programs Committee.

He recommended that the Commission consider making the Grant Program a separate standing committee, made up of three Commissioners, who would make its recommendation to the full Commission.

Commissioner Numark pointed out that three Commissioners would be deciding how the City's money would be spent.

Recreation Services Manager Jones noted that the Committee would make its recommendation to the Commission. He suggested that the Committee decide the protocol for grant review and deliberation.

When Chairperson Cook suggested that the committee expand its members beyond three while there are so many Commissioners, Recreation Services Manager Jones advised that five would be the maximum number allowed.

MOTION: Commissioner McGee moved to establish a Grants standing committee. Commissioner Numark seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Hicks and Chairperson Ning).

Recreation Services Manager Jones suggested that Commissioners take turns based on seniority to select the committee that they would like to serve on. He relayed Chairperson Ning's interest in serving on the Programs Committee.

The following subcommittee members were appointed:

Facilities: Commissioners McGee, Robbins, and Hazell.
Open Space: Commissioners Orpe, Smoot, and Gilbert.
Programs: Commissioner Numark, Chairperson Cook, and Chairperson Ning.
Grants: Commissioners Taniguchi, Hicks, Gilbert, Numark, and Orpe.

MOTION: Commissioner Robbins moved to accept the four subcommittees of the Parks and Recreation Commission as established. Commissioner Taniguchi seconded the motion; a voice vote reflected unanimous approval (absent Commissioner Hicks and Chairperson Ning)

7. STANDING COMMITTEE UPDATES

7A. FACILITIES COMMITTEE

No report.

7B. OPEN SPACE COMMITTEE

No report.

7C. PROGRAMS COMMITTEE

No report.

8. MONTHLY DEPARTMENT ACTIVITY

8A. ADMINISTRATIVE SERVICES DIVISION

Recreation Services Manager Jones provided information about the Park Ranger program, facility bookings, and registration.

8B. PARK SERVICES DIVISION

Park Services Manager Wilson discussed damage to limbs and light poles from the storm as well as ongoing irrigation system repairs. He stated that staff was still monitoring the effectiveness of the gopher repellent installed at Columbia Park. He informed the Commission that an issue regarding feral cats would be heard by the Environmental Quality and Energy Conservation Commission on February 1, 2007.

8C. RECREATION SERVICES DIVISION

Senior Recreation Supervisor Kelso provided an overview of Youth Sports and Plunge programs, Adult Sports and Contract Classes, the Batting Cages, Skate Park, Roller Hockey, Senior Citizens, Farmers' Market, and After School programs.

9. ORALS

9A. Commissioners and staff expressed appreciation and bid a fond farewell to Commissioner Adams for his eight years of dedicated service to the City.

9B. Commissioner McGee stated that he enjoyed the V.I.P. Rose Float night.

9C. Chairperson Cook congratulated Commissioners for completing the ethics training.

10. ADJOURNMENT

MOTION: At 8:42 p.m., Commissioner Robbins moved to adjourn the meeting to February 14, 2007 at 7:00 p.m. in the West Annex meeting room. Commissioner McGee seconded the motion and, hearing no objection, Chairperson Cook so ordered.

Approved as Submitted February 14, 2007 s/ Sue Herbers, City Clerk
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